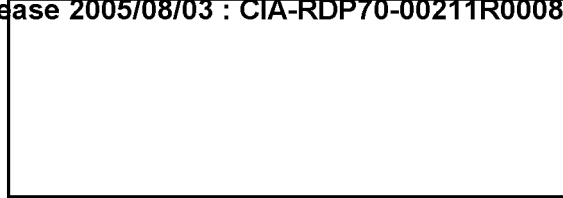


STAT



20 February 1962

STAT

Dear

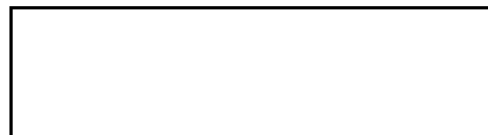


Thank you for your letter of 14 February 1962 listing the equipment and supplies needed to convert to shelf filing. We very much appreciate the efficient and prompt manner in which you are handling this for us. We concur with all your recommendations and hope you'll order the folders as you show them on the enclosures to your letter.

STAT

We feel confident the preparation of folders, labels, etc., can be handled by us here without any problem.

Sincerely,



STAT

P.S. We do have one question. If there is a satisfactory label, that is a little longer, to fit the tab better, we'd appreciate your ordering it. It seems another half inch or so of label space would be handy.

UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	<div style="border: 1px solid black; width: 200px; height: 40px;"></div>				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p><i>For necessary action</i> <i>Req. for folders and 1000</i> <i>index labels sent to OO</i> <i>for processing on 27 Feb 62</i></p> <div style="border: 1px solid black; width: 100px; height: 30px; margin-left: auto;"></div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME		PHONE NO.		DATE	
				2/26/62	
UNCLASSIFIED		CONFIDENTIAL		SECRET	